



OFFICE OF PUBLIC INSTRUCTION

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Linda McCulloch
Superintendent

July 2006

To: School Food Authority Administrators – Special Provision 2

From: Christine Emerson, Director
School Nutrition Programs

Re: Non-Base Year Administrative Update

It is once again time to update and submit your Sponsor and Site Information Sheets in the School Nutrition Programs software at www.opi.mt.gov/schoolfood/index.html. You may update this information anytime before **September 10, 2006** when your first Claim for Reimbursement for the 2007 school year is due.

Once you log into the software, click on Program Year 2007. Much of the information is carried over from last year, so it will not be time-consuming to complete as it was last year. Please take time to ensure that all information included on the Sponsor and Site Information Sheets is correct.

The majority of the information and forms to assist you in meeting the annual requirements of the School Nutrition Programs are available on the School Nutrition Programs website in the Lunch, Breakfast, Snacks and Milk page. Please download and print the forms for your district's use. The Letters to Households are available in Word so you may include your district's letterhead.

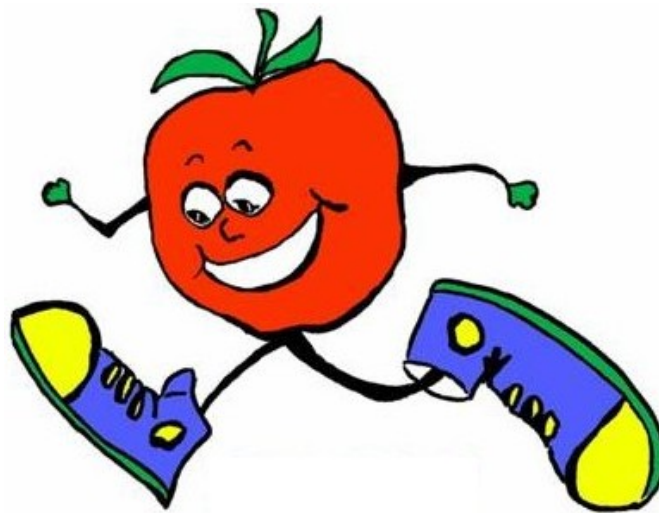
If you need assistance, please contact Holly Humphrey at (406) 444-4413 or hhumphrey@mt.gov; Lori Rittel at (406) 444-4416 or lrittel@mt.gov; or Kim Pullman at (406) 444-3532 or kpullman@mt.gov.

Enclosures

SCHOOL NUTRITION PROGRAMS
PROVISION 2
Non-Base Year

ADMINISTRATIVE UPDATE

2006-2007



Linda McCulloch, Superintendent
Montana Office of Public Instruction
PO Box 202501
Helena, Montana 59620-2501
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2006-2007 REQUIREMENTS CHECK SHEET

PROVISION 2

Non-Base Year

		<u>Date Completed</u>
Update Sponsor and Site Information Sheet(s)	Complete by September 10, 2006 <i>Submit to School Nutrition Programs</i>	_____
Two Sanitation Inspections	First Inspection Completed	_____
	Second Inspection Completed	_____
HACCP Plan	In place by July 1, 2006	_____
Wellness Policy	In place by July 1, 2006	_____
1st Afterschool Snack Program Review	Complete by October 31, 2006 <i>Retain in your files</i>	_____
Civil Rights Self-Evaluation	Complete by October 31, 2006 <i>Retain in your files</i>	_____
Meal Counting and Claiming Self-Review	Complete by February 1, 2007 <i>Retain in your files</i>	_____
2nd Afterschool Snack Program Review (Complete on same form as 1 st review)	Complete by February 1, 2007 <i>Retain in your files</i>	_____



National School Lunch and Breakfast Programs
Civil Rights On-site Review - Provision 2 Non-Base Year
Complete by October 31 for each serving site

School Food Authority (District Name)	Agreement Number
1. Is a USDA/FNS <i>And Justice for All</i> poster displayed in a prominent place in each SFA food serving/dining area?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. Is the correct nondiscrimination statement included on all public notification materials?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. Has the SFA sent out a public release to community and grassroots organizations at the beginning of the school year?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4. Are foreign language translations available when a significant number of persons speaking only a foreign language is in the population?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5. a. Are procedures established to receive complaints alleging discrimination?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
b. Have there been any written or verbal complaints alleging discrimination?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
c. If Yes, have these complaints been reported to the State Agency or USDA?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
d. Have all staff received civil rights training as required annually?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6. Admission procedures used do not restrict enrollment by minority persons?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7. Are persons with disabilities provided program benefits as prescribed by regulations, as appropriate?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Signature	Date of Review

Maintain at District – Do Not Mail to State Agency

Revised 06/07



**National School Lunch and Breakfast Programs
On-site Review of Meal Counting and Claiming Procedures
Instructions**

National School Lunch Program regulations 7 CFR 210.8(a)(1) require that all School Food Authorities (SFAs) conduct an on-site review in each serving site annually before February 1.

The monthly claim for reimbursement must be supported by an approved counting system that provides an accurate count at the point-of-service for all meals served in each building. Schools must apply the percentages determined during the base year to these point-of-service counts.

A point-of-service meal count is defined as a system of counting meals at that point in the food service operation where it can be accurately determined that a reimbursable meal has been served to an eligible student.

Adult meals, a la carte items and second student meals are not reimbursable and should be accounted for separately.

Schools approved by the State Agency to use Special Provisions 2 simplified counting procedures must complete this review form specifically for schools using special provisions during non-base years. During the non-base years, Provision 2 schools only count the total number of reimbursable meals at the point of service. Meal counts by eligibility category are not required.

If any of the questions are answered “No”, a corrective action plan is required. Follow-up of corrective action must take place within 45 days of the review.

**National School Lunch and Breakfast Programs
On-site Review of Meal Counting and Claiming Procedures
Provision 2 Non-Base Year**

School Food Authority (District Name)

School Name (One Per Building)

I. Meal Counting

1. Is application/direct certification and meal counting documentation maintained for the duration of the provision period plus three years? ☐ Yes ☐ No ☐ N/A
2. Does the meal count system produce an accurate point-of-service count of reimbursable meals? ☐ Yes ☐ No ☐ N/A
3. Are only meals that meet meal pattern requirements counted and claimed for reimbursement? ☐ Yes ☐ No ☐ N/A
4. Is there a back-up staff person trained to count and record reimbursable meals? ☐ Yes ☐ No ☐ N/A
5. Does the school use proper procedures for counting and recording meals? ☐ Yes ☐ No ☐ N/A

II. Results of Review

1. Is a corrective action plan required? ☐ Yes ☐ No ☐ N/A
2. Is a follow-up review required? ☐ Yes ☐ No ☐ N/A

III. Comments, Notes and Observations During the Review

IV. Suggested Corrective Action (Follow-up in 45 days)

Signature

Date of Review (by February 1)

Maintain at District Office – Do Not Mail to State Agency Revised 06/06



Prepared by the Office of Public Instruction - PO Box 202501, Helena, MT 59620-2501